



County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



LEROY D. BACA, SHERIFF

June 1, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

SPECIAL ENFORCEMENT BUREAU REPLACEMENT PROJECT
APPROVE PROJECT SCOPE REVISION AND AWARD AGREEMENTS
C.P. 77397, SUPERVISORIAL DISTRICT ONE
(3 VOTES)

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:

1. Approve a revision to the proposed project scope for the Special Enforcement Bureau (SEB) replacement project to include a training facility.
2. Authorize the Sheriff's Department to negotiate an Architect/Engineering agreement previously approved for use by County Counsel with Kajima Associates, Inc. (Kajima) for a fee not to exceed \$561,917 to provide design services for the project.
3. Award a sole source contract to David Evans and Associates for a fee not to exceed \$30,000 to prepare the necessary environmental documentation as required by the California Environmental Quality Act (CEQA).
4. Award a sole source contract to MACTEC Engineering and Consulting of Georgia, Inc. (MACTEC), for a fee not to exceed \$58,265 to prepare additional geotechnical investigation work and inspection services during construction.

A Tradition of Service

5. Authorize the Sheriff to manage the contracted work and provide monthly project expenditure reports and schedule updates as required by the Chief Administrative Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the proposed revisions to the proposed project scope will accommodate the SEB operations within the existing administration, kitchen and gymnasium buildings and convert vacant dormitories into offices and training classrooms for the Department's Training Bureaus and Academy, while maintaining the project budget previously approved by the Board.

The approval of Kajima's agreement will provide the necessary design and construction support services to implement this project. Kajima's fee had increased from the original contract due to the additional civil engineering work for the site, as well as seismic engineering for re-use of the existing buildings.

Approval of a sole source contract for David Evans and Associates will expedite the environmental documentation process, since this firm provided environmental documentation services for the Sybil Brand Institution (SBI) upgrade project and is very familiar with the site condition of the subject area. The information from the SBI upgrade project can be re-used for this new revised project. David Evans' fee for this service will be a substantial cost savings to the County, due to their familiarity with the project requirements and incorporating the data collected from their prior project.

Approval of a sole source contract for MACTEC will complete the geotechnical work previously contracted by the Department of Public Works. MACTEC's fee for this service will be a substantial cost savings to the County due to their familiarity with the project requirements and incorporating the data collected from their prior investigations.

Project Background

On April 22, 2003, your Board approved revising the program space requirements from Year 2020 staff projections to Year 2002 staff positions for the relocation of SEB in order to maintain the Board approved budget. Under the Board authorized Architect/Engineer Services Agreement, Kajima was tasked with evaluating SEB's program needs and to make recommendations. Kajima's report, completed in August 2003, identified the construction of a new 23,000 square foot building and the use of the gymnasium at the Biscailuz Recovery Center (Biscailuz) to meet SEB's Year 2002 space needs; however, the geotechnical report identified unfavorable site constraints, which restricted available area for construction and resulted in higher construction costs that exceeded the Board approved budget. Additionally, the work to address the unfavorable site conditions would have extended the project completion date beyond the original completion date.

On September 25, 2003, the Chief Administrative Office (CAO) requested the Sheriff's Department to explore the use of existing vacant custody buildings within Biscailuz to accommodate SEB's current space needs. After further evaluation of available building space at Biscailuz and other Sheriff Department's space needs, the Department concluded that SEB's space requirements could be fully accommodated within the available project budget at this site. In addition, sufficient space is also available to accommodate the Department's Training Bureaus and eliminate current leases.

The following is the Department's proposal to revise the project scope, which relocates SEB operations from the East Los Angeles Civic Center and accommodate additional Sheriff's units that will reduce the County's lease commitments.

- Expedite the relocation of SEB functions by:
 - Refurbishing the existing administration, kitchen and gymnasium buildings to meet space needs and code requirements by using in-house staff and the Sheriff's Job Order Contract (JOC) program.
 - Performing site work by a general contractor through the competitive bidding process.
 - Purchasing a new pre-engineered service garage using ISD's competitive bid process, and site work and utility connections performed by the general contractor.

- Relocation of the Training Bureau functions to vacant dormitories and carpenter's shop buildings. These buildings will be refurbished to meet space needs and code requirements by using in-house staff and JOC.
- Relocate various Training Bureau Operations and Professional Development Staff Training, from the STARS Center, in the City of Whittier.

Other impacts to the Department resulting from the relocation:

The relocation of the Professional Development, Training Bureaus and Academy to Biscailuz will vacate building space at STARS Center that can be backfilled with units currently in leased space at 4900 Eastern Avenue and 5747 Rickenbacher Road, in the City of Commerce. The value of the current leases will result in a yearly cost savings of approximately \$1 million. A portion of the savings is proposed to be used to perform minor renovation work at STARS Center to accommodate the units relocating from leased space.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goals of Organizational Effectiveness, Service Excellence and Fiscal Responsibility. The relocation of SEB from the East Los Angeles Civic Center, and the proposed relocation of Professional Development and Training Bureaus, to Biscailuz will establish a centralized area for Homeland Security Training and Response. The close proximity of the Biscailuz Facility to the Fire Department's Headquarters and Emergency Operations Center, Sheriff's Headquarters, County's EOC, Sheriff's Main Communications Center and Laser Village, offers great potential for creating a regional training center for multi-agency/multi-discipline training and coordinated response.

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FISCAL IMPACT/FINANCING

The revised total project cost, including plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$9,565,940.

The project schedule and budget summary are shown in Enclosure A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Sheriff's Department is proposing to use in-house professional staff experienced in design, construction process and activities to manage and deliver the project. The Department will provide monthly project expenditure reports and schedule updates to the Chief Administrative Office – Capital Project Division. Further, the Chief Administrative Office will submit quarterly activity reports to your Board, outlining the Sheriff's progress on this project. The interior refurbishment work will be completed by the use of in-house staff and the Department's JOC Program. The exterior site work, demolition and hazmat mitigation work will be performed by General Contractors.

The Internal Services Department will assist the Sheriff's Department with the acquisition of the pre-engineered service building.

CONTRACTING PROCESS

On April 22, 2003, your Board authorized the Department of Public Works (DPW) to execute an Architect/Engineer Services Agreement with Kajima for a not to exceed amount of \$497,480. Kajima had expended \$30,000 while under contract with DPW. The services provided by Kajima included the design of a new building and related site improvements for the Sheriff's SEB operations. The design Agreement with DPW will be cancelled upon award of the recommended Agreement. The revised project scope will remodel and re-use the facilities currently on-site, and design a pre-engineered building for SEB.

The Department of Public Works previously contracted with MACTEC through a competitive process to provide geotechnical services. These services have been completed; however, the recommended project scope will require additional work by MACTEC.

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ENVIRONMENTAL DOCUMENTATION

Awarding these agreements will not have an effect on the environment. The appropriate environmental documentation will be completed prior to returning to your Board for approval to implement the project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Sheriff's Department will take the appropriate measures to minimize any impact on Sheriff's operations during construction and moving operations.

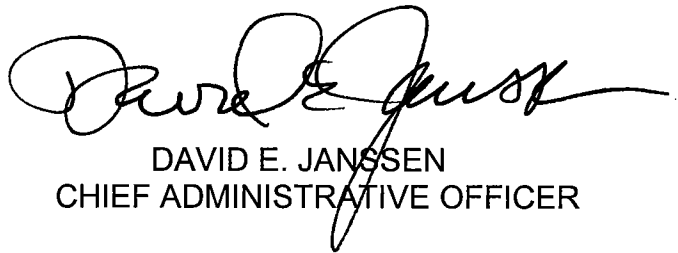
CONCLUSION

Please return one (1) adopted copy of this letter to the CAO (Capital Projects Division), and the Sheriff's Department (Facilities Planning Bureau).

Respectfully submitted,



LEROY D. BACA
SHERIFF



DAVID E. JANSSEN
CHIEF ADMINISTRATIVE OFFICER

June 1, 2004

ENCLOSURE A

**SPECIAL ENFORCEMENT BUREAU REPLACEMENT PROJECT
APPROVE PROJECT SCOPE REVISION AND AWARD AGREEMENTS
C.P. 77397**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Completed Activities Date	Projected Completion Date
Needs Assessment	10/30/00	10/30/00	
Feasibility Study and Site Analysis	11/27/02	11/27/02	
Project Program	11/27/02	11/27/02	
Design			
Contract Execution	05/19/03	05/19/03	
Project Rescope	-		06/07/04
Environmental Document Approval	-		08/31/04
Construction Document Approval	08/19/04		12/07/04
SEB	-		12/07/04
Academy	07/22/04		
Jurisdictional Approval	-		01/06/05
SEB	-		01/06/05
Academy			
Bid and Award Construction Contract	02/05/05		03/08/05
Construction			
Substantial Completion -(SEB)	04/13/06		06/07/05
Substantial Completion -(Academy)			09/07/05
- Acceptance			10/21/05

II PROJECT BUDGET SUMMARY

Budget Category	Original Project Budget Apr. 10, 2003	* Proposed Project Budget	Cost Impact on Project
Relocation Costs	\$100,000	-0-	\$100,000
Construction			
Construction	\$5,300,000	\$6,181,470	(\$881,470)
Change Orders	\$530,000	\$618,147	(\$88,147)
Subtotal	\$5,830,000	\$6,799,617	(\$969,617)
Construction Complete			
Heliport	\$500,000	\$500,000	
East LA Dispatch Lobby	\$50,000	\$50,000	
Subtotal	\$550,000	\$550,000	-0-
Equipment	\$350,000	\$250,000	\$100,000
Plan and Specifications			
- Feasibility Study/Site Assessment	\$124,850	\$124,850	-0-
- Program Revision		\$ 30,000	(\$30,000)
- Design & Construction Admin.	\$497,480	\$561,917	(\$64,437)
Subtotal	\$622,330	\$716,767	(\$94,437)
Consultant Services	\$160,000	\$125,267	\$34,733
Miscellaneous Expenditures	\$548,561	\$580,000	(\$31,439)
Jurisdictional Review & Plan Check	\$60,000	\$60,000	-0-
County Services	\$1,345,049	\$484,289	\$860,760
TOTAL PROJECT COST	\$9,565,940	\$9,565,940	-0-

* Includes total spent to date within proposed balance budget.